# APPENDIX 5 – STAGE 1/2 FORMAL MEETING - ARRANGEMENTS CHECKLIST

This checklist is to act as a reminder for the School when arranging a formal grievance meeting.

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| **Action** |  **Completed** |
| Collate contact list for all attendees |  |
| Arrange dates (Allow 2 days for complex cases - HR to advise) |  |
| Confirm cost centre for costs of grievance meeting |  |
| Arrange location |  |
| Location arrangements:Main room* 2 additional rooms - IO, HR Support & Witnesses
* - Employee & representative
* - Witness waiting room
* Refreshments
* Lunch
* Parking/disabled parking

Payment arrangements (invoices to be sent to etc.) |  |
| Arrange note taker |  |
| Send arrangements confirmation to all  |  |
| Bundle arrangements:* Obtain prepared bundle
* Example contents attached
* Send to all attendees (Special Delivery if required)
* To arrive 5 days before grievance meeting
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| Witness support:* IO/Manager to prepare/support their witnesses before, during and after meeting
* Be aware of possible witness anxiety & reluctance
* Take into account when arranging room for witnesses to wait in prior to the meeting.
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| Post Formal Grievance Meeting Actions:* Support with decision letter (HR to assist)
* Send decision letter normally within 5 working days of formal grievance meeting
* Send to individual & copy representative (Special Delivery if required)
* Bring forward receipt of minutes of the formal grievance meeting (Hearing Officer/HR)
* Bring forward Appeal deadline receipt (HR)
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| HR debrief – at next Case Review |  |
| Management debrief (if necessary) |  |